

Chiron / Capstone - April, 2019 Memo

The following items below are tasks that were prioritized and worked on by the Chief Restructuring Officer, Jim Davis, and fellow Chiron Financial employees for the time period of March 28th - April 30th, 2019:

1.) Establish control over bank accounts

- Stop Pay any outstanding checks
- Suspended any auto-debits
- Delayed process in gaining control over bank accounts ~ 5 weeks
- Opened new operating account
- Gained access to CashPro to review and download account activity
- Still working to finalize DACA with CDS after significant delay

2.) Executed order with a critical vendor, PracticeSuite

- Worked with PracticeSuite and Burr Forman to complete expedited order authorizing assumption of executory contract with PracticeSuite, Inc.
- Experienced significant business disruption and drop in billings due to PracticeSuite shutting off service for several days
- Paid pre-petition agreed upon amount and security deposit for go-forward services

3.) Resumed AR data upload with PracticeSuite and ARX

- Communicated ARX's required items to PracticeSuite that are necessary for AR availability calculations
- Multiple interface issues by PracticeSuite which led to a delay in having ARX analyze availability
- Produced a go-forward plan for automated data upload

4.) Determined accurate payroll amount for two pay periods

- Completed the transfer of Newtek funds to facilitate payroll for April 5th and April 19th

5.) Set up new ADP plan

- Worked ADP representatives to set up a comprehensive payroll and Human Resource plan
- signed a new, more cost effective workers comp plan resulting in ~\$15,000 in annual cost savings

6.) Completed Schedules and Statements of Financial Affairs

- Worked with Burr Forman and Capstone management to produce the necessary schedules and statement of financial affairs documents

7.) Briefed Employees

- Communicated our goals and status of the bankruptcy and plan to pay pre-petition wages to all employees

8.) Set up a new QuickBooks

- Assisted with adding a separate Ch.11 QuickBooks

9.) Met with Billing Department

- Reviewed current procedures for processing claims and posting
- Learned disruptions to the billing process and ways to improve
- Provided process guidance and action plan to ownership to minimize disruption and proposed different model for backfilling clinic staff in order to minimize disruption of billing cycle

10.) Met with company CEO and COO to establish protocols and plan for operating company within Bankruptcy

- Worked with practice manager on scope of CRO
- Worked with finance manager on AP management and requirements under bankruptcy
- Established plan for clinic provider productivity review and goals for each site
- Adjusted staff distribution to restart INREACH program
- Directed the reactivation of reminder calls

11.) Continuously updated actual cash spending vs. budget

- Tracked inflows and outflows
- Calculated variance from budget
- Reviewing all company expenses, working to eliminate all non-essential expenditures that do not support revenue growth

12.) Worked with Burr Forman to file final CRO, DIP and final success fee payment motion

13.) Eliminated non-crucial facilities

- Terminated an underutilized esuite office workspace which resulted in \$24,000 in annual cost savings

14.) Total annual cost savings secured \$39,000

Jim Davis - April Timecard

Date	Time In	Time Out	Total	Description
4/2/2019	10:00 AM	3:00 PM	5.00	Attended first day motions \ Worked with CDS in regards to a carveout in the budget
4/3/2019	9:30 AM	10:36 AM	1.10	Call with CDS to discuss process of sending weekly AR reports and intro to ARX
4/3/2019	10:42 AM	2:30 PM	3.80	Reviewed proposed redline to DIP Loan Agreement and compared to budget \ Reviewed operating account activity and received BoA contact info \ CDS walked us through BoA flowchart of accounts \ Agreed to proposed redline to DIP Agreement
4/3/2019	2:48 PM	3:30 PM	0.70	Call with ARX about HIPPA agreement \ Spoke with Winnie to discuss past ARX process
4/3/2019	4:00 PM	6:24 PM	2.40	Call with John Cornwell to discuss US Trustee comments to the Motion \ Call with CDS to discuss bank situation with BoA
4/4/2019	9:30 AM	10:54 AM	1.40	Updated CF forecast with historical collections \ Received credentials and walkthrough with CashPro account \ Spoke to volunteer welding company about oxygen tanks
4/4/2019	11:00 AM	11:54 AM	0.90	Reviewed proposal from City Wide Cleaning to provide the cleaning services at each location
4/4/2019	12:00 PM	1:00 PM	1.00	Went over BoA accounts with CDS \ Spoke with Practice Suite about sending AR reports to ARX \ Spoke with David about status of Order
4/4/2019	1:12 PM	2:18 PM	1.10	Call with Trey Wilson (Practice Suite) who wants outstanding balance of \$20k paid in order to provide the interfact service for processing AR and sending to ARX
4/4/2019	2:24 PM	4:48 PM	2.40	Discussed a back wages issue with Gary Griffieth \ Received final DIP order from Burr Forman \ Discussed making Practice Suite a 'Critical Vendor'
4/4/2019	5:00 PM	6:00 PM	1.00	Call with CDS to discuss current issue with Practice Suite \ Spoke to Burr Forman about best options to deal with Practice Suite \ Sent AR aging report to ARX
4/5/2019	8:30 AM	9:30 AM	1.00	Reviewed ACH report \ Reviewed current payroll figures
4/5/2019	9:36 AM	11:30 AM	1.90	Spoke to Trey Wilson about urgency of their interface coming online \ Updated CDS that Practice Suite is not being compliant \ Went to BoA office to set up DACCA account
4/5/2019	11:36 AM	5:24 PM	5.80	Discussed with CDS a solution to fund payroll \ Worked with Lynda to get payroll amount and wire instructions \ Received wire confirmation from CDS to fund standard bi-weekly payroll amount
4/8/2019	7:08 AM	7:32 AM	0.40	Discussed communication with Practice Suites and next steps to facilitate a solution to continuing service with David Houston.

			Reviewed ACH report \ Discussed and approved payment of payroll taxes with Lynda \ In coordination - discussed. reviewed and distributed emergency motion to assume executory contract with Practice Suites \ Attempted numerous follow ups with Practice Suites with Winnie Toler \ Facilitated late payroll for a new employee of Capstone \ Reached out to Bank of America numerous time for an update on account control and creation for Capstone \ Provided Winne
4/8/2019	10:00 AM	7:35 PM	9.58 Toler and Gary Griffieth an update on the days activities
			Reviewed ACH report \ Discussed Practice Suites down time process and plan with Lynda Sanders and Winnie Toler \ Approved supply purchases to support clinic operations \ Discussed action plan for Practice Suites with David Houston and Emily Taub \ Discussed pre-petition distributed check and disposition \ Communicated to Bank of America on the need to expedite the business
4/9/2019	8:15 AM	7:26 PM	11.18 account transition \ Discussed second emergency motion regarding Practice Suites
			Reviewed ACH report \ Discussed action plan for Practice Suites with David Houston and Emily Taub and communicated electronically and via VM to inform Practice Suites \ Communicated to Bank of America on the need to expedite the business account transition \ Discussed second emergency motion regarding Practice Suites \ Discussed Dental, Vision and Life Insurance plans and funding status with Capstone \ Discussed 401k balances for Capstone employees with David Houston \ Discussed Audiology equipment movement to Clarksville with Dr. Griffieth and Winnie Toller \ Addressed Comcast service distribution issue with Capstone and Emily Taub \ Discussed vaccine ordering plan with Kathy Griffieth and Lynda Sanders \ Discussed staff meeting with Gary
4/10/2019	9:00 AM	5:43 PM	8.72 Griffieth
			Discussed Practice Suite with Winne Toler and Gary Griifieth / Reviewed provided staffing with
4/10/2019	10:10 PM	11:02 PM	0.87 Gary Griffieth
			Reviewed ACH report \ Discussed and approved Capstone bill payment with Lynda Sanders \ Discussed action plan for Practice Suites with David Houston and Emily Taub and communicated electronically and via VM to inform Practice Suites \ Communicated to Bank of America on the need to expedite the business account transition \ Discussed pre-petition payroll with Lynda Sanders and Winnie Toler \ Attended emergency motion hearing regarding Practice Suites \ Communicated electronically and telephonically with Practice Suites regarding hearing outcome \
4/11/2019	7:59 AM	7:58 PM	11.98 Discussed and approved facilitating April invoice payment to Practice Suites
			Reviewed ACH report \ Update call with Newtek regarding restart of Practice Suites and subsequent AR report facilitation with ARX and DIP funding plan \ spoke with ADP regarding new
4/12/2019	8:21 AM	10:34 AM	2.22 payroll process and service

4/12/2019	12:15 PM	1:45 PM	1.50	Discussed Newtek's needs in preparation for Practice Suite funding with Lynda Sanders \
				Reviewed ACH report \ Spoke with Kathy Griffieth regarding supply needs and ordering process \
4/15/2019	8:30 AM	11:17 AM	2.78	Worked with David Houston on Practice Suites payment update \ Reviewed ProAssurance policy with Linda.
				Worked with John (Chiron) Paul Borowski (Newtek) about status of Practice Suite interface \
				Spoke with ADP about Capstone's 401k plan, payroll transition and worker's comp contract \
4/15/2019	1:00 PM	4:29 PM	3.48	Worked on the Comcast service issue at Smyrna \ Discussed BOA account set up with Emily Taube \ Reviewed the Ombudsman motion
				Reviewed ACH report \ Reviewed AP and current account balalances with Lynda \ Spoke with Wyatt about setting up meeting to go over ADP 401k plan \ Spoke with Jim about current vendors and due dates
4/16/2019	8:40 AM	12:46 PM	4.10	
				Spoke with David Houston regarding Practice Suite payments and funding and the preparation of the schedule and statements for the company \ Reviewed accounts summary from Lynda
4/16/2019	4:54 PM	7:33 PM	2.65	
				Reviewed and discussed the ADP Payroll suite, Worker's comp and 401k fee structure and proposal with Nathan Bradley \ Reviewed ACH report, AR aging and accounts \ Discussed our fee structure and payment timeline with Jay Krasoff \ Discussing funding needs and necessary request with John Allcorn and Newtek \ Discussed completion and process for statement of affairs submittal to the court with Emily Taub and Lynda Sanders \ Discussed RVU evaluation for providers and asked for analysis of existing provider contracts from Winnie Toler and Gary Griffieth \ Worked with Roger Cooper with BOA on the new Capstone accounts
4/17/2019	8:33 AM	6:09 PM	9.60	
				Reviewed ACH report and payroll information to Newtek for funding and wire \ Reviewed schedules and statements process with Emily Taube and John Allcorn \ Sent AR aging report to ARX for the required date to match up with PracticeSuite report
4/18/2019	9:16 AM	12:33 PM	3.28	
				Discussed fee application process and form with David Houston \ Spoke with John Allcorn aboutn scheduling preparation \ Confirmed wire from Newtek \ Spoke with ADP regarding 401K update
4/18/2019	3:12 PM	4:35 PM	1.38	Worked on AP with Lynda Sanders \ Reviewed ACH report \ Follow up call with ADP \ Spoke to [REDACTED], counsel for potential buyer about Capstone \ Discussed schedules and statements filing with David Houston, reviewed progress \
4/19/2019	7:23 AM	4:19 PM	8.93	
				Reviewed schedules and statement of financial affairs with Burr forman legal team and Capstone management
4/21/2019	4:21 PM	6:30 PM	2.15	

				Responded to Practice Suites regarding AP reporting process \ Reviewed ACH report \ Reviewed TN Department of Labor payment \ Reviewed final schedules and statements of financial affairs filings \ Discussed AP plan with Winnie Toler and Lynda Sanders \ Numerous update calls with
4/22/2019	6:03 AM	6:24 PM	12.35	ADP
				Reviewd ACH Report \ Reviewed and discussed supply request with Lynda Sanders \ Discussed fundinfg and payment scheduling with Winnie Toler \ Discussed potential buyer with Emily Taube \ Spoke with Capstone MD concerning missing 401k deposit timing \ ARX's NRV analysis on the AR report they produced \ Reviewed ACH report \ Discussed strategy to deal with MedSafe over
4/23/2019	8:47 AM	11:38 AM	2.85	suspended account due to non-pmt
				Review ACH report \ Updated Gary Griffieth on funding status and upcoming paymenmts \ Reviewed updated Ombudsman motion \ Reviewed and completed BOA documentation for new accounts \ Signed ADP program documents \ Assisted in setting up new quickbooks account for ch.11 \ Called ADP to ask easiest way to pay pre-petition \ Decided with Capstone mgmt to pay
4/24/2019	8:32 AM	11:43 AM	3.18	pre-petition through ADP system next week
				Reviewed ADP documents with Lynda Sanders \ ADP follow up discussion and paperwork completion \ Approved payment of invoices for company \ Discussed operational progress and processes with Gary Griffieth and Winnie Toler, established plan for staff training \ Spoke with PracticeSuite to get latest AR report \ Reviewed cleaning services \ Spoke with ARX to get update
4/25/2019	10:05 AM	7:41 PM	9.60	on what else they need in terms of reports \ Assisted with BoA change of accounts documents
				Reviewed ACH report and cashpro activity \ Discussed call center with Gary Griffieth and Winnie Toler, discussed additional operational issues \ Spoke John Allcorn about ADP about status of when we can issue new checks for pre-petition wages \ Reviewed compliance manual for
4/26/2019	7:57 AM	6:27 PM	10.50	company \ Discussed AP plan with Lynda and John \ Update call with Gary Griffieth
	Jim Davis HR Rate	\$	375.00	
	April hours		152.80	
	Expenses	\$	5,181.37	
	Airfare		1,680.48	
	Lodging		2,656.68	
	Meals		246.76	
	Auto		587.45	
	Misc - Other	\$	10.00	
	Period of 4.2.19 - 4.26.19	\$	62,481.37	

John Allcorn - April Timecard

Date	Time In	Time Out	Total	Description
4/3/2019	9:30 AM	10:36 AM	1.10	Call with CDS to discuss process of sending weekly AR reports and intro to ARX Reviewed proposed redline to DIP Loan Agreement and compared to budget \ Reviewed operating account activity and received BoA contact info \ CDS walked us through BoA flowchart of accounts \ Agreed to proposed redline to DIP Agreement
4/3/2019	10:42 AM	2:30 PM	3.80	
4/3/2019	2:48 PM	3:30 PM	0.70	Call with ARX about HIPPA agreement \ Spoke with Winnie to discuss past ARX process Call with John Cornwell to discuss US Trustee comments to the Motion \ Call with CDS to discuss bank situation with BoA
4/3/2019	4:00 PM	6:24 PM	2.40	
4/4/2019	9:30 AM	10:54 AM	1.40	Updated CF forecast with historical collections \ Received credentials and walkthrough with CashPro account \ Spoke to volunteer welding company about oxygen tanks
4/4/2019	11:00 AM	11:54 AM	0.90	Reviewed proposal from City Wide Cleaning to provide the cleaning services at each location Went over BoA accounts with CDS \ Spoke with PracticeSuite about sending AR reports to ARX \
4/4/2019	12:00 PM	1:00 PM	1.00	Spoke with David about status of Order Call with Trey Wilson (PracticeSuite) who wants outstanding balance of \$20k paid in order to provide the interfact service for processing AR and sending to ARX
4/4/2019	1:12 PM	2:18 PM	1.10	
4/4/2019	2:24 PM	4:48 PM	2.40	Discussed a back wages issue with Gary Griffieth \ Received final DIP order from Burr Forman \ Discussed making PracticeSuite a 'Critical Vendor'
4/4/2019	5:00 PM	6:00 PM	1.00	Call with CDS to discuss current issue with PracticeSuite \ Spoke to Burr Forman about best options to deal with PracticeSuite \ Sent AR aging report to ARX
4/5/2019	8:30 AM	9:30 AM	1.00	Reviewed ACH report \ Reviewed current payroll figures Spoke to Trey Wilson about urgency of their interface coming online \ Updated CDS that PracticeSuite is not being compliant \ Went to BoA office to set up DACCA account
4/5/2019	9:36 AM	11:30 AM	1.90	
4/5/2019	11:36 AM	5:24 PM	5.80	Discussed with CDS a solution to fund payroll \ Worked with Lynda to get payroll amount and wire instructions \ Received wire confirmation from CDS to fund standard bi-weekly payroll amount
4/8/2019	12:36 PM	1:54 PM	1.30	Set up Quickbooks credentials \ Reviewed ACH report \ Reviewed cash activity from prior week
4/8/2019	2:42 PM	3:30 PM	0.80	Reviewed actual spending versus budget Reviewed ACH report \ Discussed current PracticeSuite issue as they are shutting the service down and we are waiting for hearing \ Analyzed billing for prior week \ Sent email to PracticeSuite mgmt explaining the situation \ Reviewed a new 401k plan
4/9/2019	8:36 AM	4:00 PM	7.40	

4/10/2019	12:12 PM	4:00 PM	3.80	Discussed deductions on payroll report and what benefits are currently being offered \ Spoke about Comcast shutting off internet \ Reviewed a supply order for vaccines \ Spoke to IT about receiving Quickbook remote access
4/11/2019	1:00 PM	3:00 PM	2.00	Determine the outstanding 401k amount \ Discussed amount to pay courier \ Downloaded software and received walkthrough by Wes with IT to gain remote access for Quickbooks
4/11/2019	3:12 PM	6:00 PM	2.80	Sent expedited order to PracticeSuite and wire transfer \ PracticeSuite re-activated service \ Reached out to technical contact with PracticeSuite to discuss revamp
4/12/2019	9:30 AM	10:15 AM	0.75	Updated ARX on status of generating customized report \ Discussed workers comp. with Lynda
4/12/2019	12:18 PM	3:18 PM	3.00	Talked to PracticeSuite with Winnie to understand the reporting process and status \ Updated ARX that the report is in the process of being generated \ Discussed with Jim about shooting down the idea of Newtek advancing the pre-petition payroll amount today without the needed report
4/15/2019	12:00 PM	1:36 PM	1.60	Spoke with Paul Borowski (Newtek) about status of Practice Suite interface \ Spoke with Richard (ARX) if they have received any AR report as of Monday morning \ Spoke with Arun (PracticeSuite) about status of interface and relayed that the integration team is working on it
4/15/2019	2:15 PM	2:48 PM	0.55	Spoke with ADP about switching over Capstone's 401k plan
4/16/2019	1:35 PM	2:06 PM	0.52	Spoke with Wyatt about setting up meeting to go over ADP 401k plan \ Spoke with Jim about current vendors and due dates
4/16/2019	1:35 PM	2:06 PM	0.52	Spoke with Wyatt about setting up meeting to go over ADP 401k plan \ Spoke with Jim about current vendors and due dates
4/16/2019	3:35 PM	5:00 PM	1.42	Spoke with ARX about them needing AR aging report \ Spoke with Newtek on status update and items of need \ Emailed Winnie about AR report \ Emailed Lynda about deposit account summary
4/17/2019	9:00 AM	11:00 AM	2.00	Sent Newtek wire instructions for PracticeSuite payment and AR summary report \ Spoke with Winnie about contacting PracticeSuite to get them to send a years worth of data to ARX \ Spoke with Arun from PracticeSuite and discussed payroll with Newtek
4/18/2019	10:00 AM	11:36 AM	1.60	Sent payroll information to Newtek so that they could send wire \ Sent AR aging report to ARX for the required date to match up with PracticeSuite report
4/18/2019	1:00 PM	4:30 PM	3.50	Spoke to previous debtors counsel to transfer over bestcase file on 2015 bankruptcy \ Began to prepare schedules with Burr Forman and Lynda

4/21/2019	12:12 PM	5:00 PM	4.80	Worked on schedules and statement of financial affairs with Burr forman legal team and Capstone management
4/22/2019	8:30 AM	6:30 PM	10.00	Completed schedules and statement of financial affairs with Burr forman legal team and Capstone management
4/23/2019	8:30 AM	11:42 AM	3.20	Reviewed ACH report \ Reviewed TN Department of Labor payment \ Reviewed final schedules and statements of financial affairs filings
4/24/2019	8:30 AM	11:00 AM	2.50	Reviewd ARX's NRV analysis on the AR report they produced \ Reviewed ACH report \ Discussed strategy to deal with MedSafe over suspended account due to non-pmt
4/24/2019	1:00 PM	4:30 PM	3.50	Assisted in setting up new quickbooks account for ch.11 \ Called ADP to ask easiest way to pay pre-petition \ Decided with Capstone mgmt to pay pre-petition through ADP system next week
4/25/2019	8:30 AM	2:00 PM	5.50	Spoke with PracticeSuite to get latest AR report \ Reviewed cleaning services \ Spoke with ARX to get update on what else they need in terms of reports \ Assisted with BoA change of accounts documents
4/26/2019	8:30 AM	2:42 PM	6.20	Reviewed ACH report and cashpro activity \ Spoke with ADP about status of when we can issue new checks for pre-petition wages \ Assisted with paying April rent out of operating account \ Received update with Newtek about funding for Monday

John HR Rate	\$	275.00
April hours		93.75
Expenses	\$	1,784.51
Airfare		916.96
Lodging		614.87
Meals	\$	252.68
Period of 4.3.19 - 4.26.19	\$	27,565.76

Chiron / Capstone - May, 2019 Memo

The following items below are tasks that were prioritized and worked on by the Chief Restructuring Officer, Jim Davis, and fellow Chiron Financial employees for the time period of May 1st- May 31st, 2019:

1.) Set up additional operating account

- Added an additional BoA account to serve as the primary operating account
- Newtek can now successfully perform daily sweeps on the depository bank account
- Payroll account is still being utilized for strictly payroll related activity
- DACA is nearing finalization after significant delay

2.) Began process of paying pre-petition wages

- Determined that paying 10% of the pre-petition amount owed each pay period was feasible and did not hinder business operations
- Worked with ADP to include the pre-petition amount for each pay period statistical summary

3.) Discussed AR data upload with PracticeSuite and ARX

- Discussed the issue of not having timely data uploads as the current week is not captured in availability report
- Provided potential solutions to avoid this problem in order to get real time data

4.) Determined accurate payroll amount for three pay periods

- Assisted in confirming accurate payroll needs including the pre-petition amount for the pay periods on May 3rd, May 17th, and May 31st

5.) Completed Monthly Operating Report

- Significant time was required to work with Capstone management to produce the Monthly Operating Report (MOR)
- Assisted in reconciling cash to bank statement
- Confirmed and facilitated accurate transferring of accounts from previous books to new ch.11 book
- Reviewed final report with Capstone management

6.) Worked to optimize the INREACH staff

- Reviewed performance numbers to determine appropriate staff count for INREACH
- Moved several staff members to work in INREACH and re-directed inbound calls to the three clinics
- Realized an increase in appointments booked within the INREACH group

7.) Determined plan to pay current payables

- Reviewed Accounts Payable summary and discussed with Capstone management to identify priority bills
- Spoke with vendors and made sure current payables were paid timely

8.) Met with Capstone CEO, COO, and Burr Forman to discuss an operating plan for the next 30 days

- Discussed training session for newly activated Allergy service
- Provided status update on progress made to readmit Capstone in the government funded Vaccine for Children (VFC) program
- Established plan for optimal provider allocation at each of the three sites

9.) Continuously updated actual cash spending vs. budget

- Tracked inflows and outflows
- Calculated variance from budget
- Reviewing all company expenses, working to eliminate all non-essential expenditures that do not support revenue growth

10.) Updated projections for the month of June

- Projected upcoming expenses and revenues
- Discussed assumptions with Capstone management as well as briefed Newtek on what to expect in the coming weeks

11.) Discussed sale process with Newtek

- Shared our view on the current sale process and strategy
- Discussed groups that we are in communication with as well as people we will re-engage with

Jim Davis - May Timecard

Date	Time In	Time Out	Total	Description
4/29/2019	7:49 AM	11:21 AM	3.53	Received BOA documents from Gary Griffieth \ Reviewed ACH report and cashpro activity \ Discussed pay concerns with provider, EB \ Discussed billing staff and issues with Winnie Toler \ Discussed staffing changes at Clarksville with Gary Griffieth
4/30/2019	8:49 AM	4:12 PM	7.38	Spoke with Roger Cooper at BOA concerning Capstone accounts \ Reviewed AP with Lynda Sanders, ACH report and cashpro activity \ Discussed DIP loan and availability with Capstone, Chiron and Newtek \ Discussed operational issues with Capstone
5/1/2019	8:07 AM	11:52 AM	3.75	Daily ACH review \ Discussed provider E. Beale salary with Winnie Toler \ Worked with ADP on new contract \ Worked on Practice Suites data download issues with ARX and Newtek \ Addressed AP issues with Vendors \ Discussed new Capstone accounts with BOA \ Discussed and reviewed Guardian contract renewal \ Addressed supply issues with Kathy Griffieth
5/1/2019	1:27 PM	6:04 PM	4.62	Worked on cash flow with John Allcorn \ Reveiwed Healhspring motion sent by Emily Taube \ Discussed Storplace Issue with David Houston and Lynda Sanders
5/2/2019	8:47 AM	3:47 PM	7.00	ACH Review \ Meeting planning with Winnie Toler \ Capstone weekly pperations review \ Discussed call center issues with Gary Griffieth \ Reviewed Newtek Wire \ Email to all employees outlining Pre-petition pay process
5/3/2019	8:36 AM	2:07 PM	5.52	ACH Review \ Call with with Winnie Toler on pre-petition pay \ Planned Newtek funding request \ Spoke with Dr. Spanier concerning 401K funding catch up \ Discussed sound booth move with Jay \
5/4/2019	8:52 AM	10:24 AM	1.53	Discussed operational issues with Gary Griffieth \ ACH Review \
5/6/2019	11:36 AM	4:16 PM	4.67	ACH Review \ Reviewed Capstone schedule revisions \ Reviewed April memo and summary \ Reviewed Inreach reports \
5/7/2019	7:07 AM	2:47 PM	7.67	Reviewed numerous operational concerns expressed by Gary Griffieth \ Discussed restarting Allergy service \ Spoke with interested buyer counsel \ Reviewed AP
5/8/2019	7:46 AM	1:05 PM	5.32	Reviewed availability report from Newtek \ ACH Review \ Adressed AP issues \ Discussed reviewing MD issues \
5/8/2019	2:36 PM	7:17 PM	4.68	Reviewed scheduling worksheet and appointment processing with Winnie Toler \ Discussed UST fee schedule with David Houston
5/9/2019	8:14 AM	1:32 PM	5.30	ACH Review \ AP review and guidance regarding payments \ Communicated with Newtek regarding loan draw \ Discussed staffing with Kathy Griffieth
5/10/2019	6:44 AM	3:05 PM	8.35	Discussed pay and 401K with Dr. Spanier \ Reviewed ACH and daily availability report \ Discussed and planned AP \ Approved supply request \ reviewed final DIP motion \ Discussed new account utilization and set up with Lynda \ Lunch meeting with potential RCM firm \ Discussed staffing issue with Winnie Toler
5/13/2019	7:08 AM	9:21 AM	2.22	Reviewed ACH report \ Addressed Availability report issue \ Reviewed current payroll figures

5/13/2019	11:57 AM	4:13 PM	4.27	Discussed Capstone status with Emily Taube and planned update meeting with Capstone \ Discussed and approved AP and supply plan \ reviewed Omsbudsman motion \ Discussed and approved restarting reminder call system \ Followed up on new accounts with BOA \ Reviewed latest budget vs. actual
5/14/2019	8:18 AM	5:00 PM	8.70	Reviewed Availability report from Newtek \ ACH Review \ Court appearance for Capstone \ Discussed MOR Plan with Lynda Sanders and John Allcorn \ Update call with Newtek \ Reviewed potential buyer with David Houston
5/15/2019	8:21 AM	1:17 PM	4.93	Availability and ACH report review \ BOA DACA account call \ Operations review \
5/16/2019	8:00 AM	11:37 AM	3.62	Availability and ACH report review \ Addressed medical records issues
5/16/2019	1:36 PM	4:52 PM	3.27	Addressed NSF old check issue with Winnie and Lynda \ Reviewed MOR \ Reviewed Pre-petition payroll numbers
5/17/2019	8:11 AM	2:38 PM	6.45	Availability and ACH report review \ Reviewed wire tranfer \ DACA account follow up with BOA \ Discussed retention and payment of Bob Pope with Burr Forman, Gary Griffieth, Emily Taube and Bob Pope
5/20/2019	6:50 AM	9:21 AM	2.52	Adressed ARX/Practice Suites data issue \ ACH Report review
5/20/2019	11:00 AM	5:47 PM	6.78	ADP kick off call \ Adressed AP and Vendor issues \ Reviewed and signed MOR \
5/21/2019	7:49 AM	12:14 PM	4.42	Reviewed ACH and availability report \ Reviewed storage unit status, locations and content \ Reviewed and discussed call center data
5/22/2019	7:54 AM	12:28 PM	4.57	Reviewed ACH and Availability report \ Sale and progress update discussion with Newtek \ Operational issue discussion with David Houston \ Charge review and discussion
5/23/2019	8:36 AM	6:38 PM	10.03	Reviewed ACH and Availability report \ Update and status meeting with Gary Griffieth, Winnie Toler, and David Houston \ Addressed operational issues with Kathy Griffieth and Lynda Sanders \ Wire transfer from Newtek request review
5/24/2019	8:32 AM	12:06 PM	3.57	Reviewed ACH and Availability report \ reviewed funding request \ Reviewed and approved payments
5/27/2019	8:50 AM	9:24 AM	0.57	Reviewed ACH and Availability report \ Adressed AP issues
5/27/2019	11:10 AM	3:00 PM	3.83	Adressed vendor pre-petition issue \ Discussed updating 13-week budget with Chiron
5/28/2019	7:43 AM	11:22 AM	3.65	Reviewed ACH and Availability report \ Adressed AP issues and vendor payment request \ Discussed audiology booth with Winnie Toler \ Reviewed new hires with Kathy Griffieth
5/30/2019	7:29 AM	9:00 AM	1.52	Reviewed ACH and Availability report \ Adressed customer medical record request issue \ Discussed and reviewed AP \ Reviewed inreach reports
5/31/2019	8:09 AM	1:00 PM	4.85	Reviewed ACH and Availability report \ ADP launch review call \ Operations update meeting with Gary Griffieth and Winnie Toler

Jim Davis HR Rate \$ 375.00
May hours 149.07

Expenses	\$	4,784.44
<i>Airfare</i>		2,615.36
<i>Lodging</i>		1,042.68
<i>Meals</i>		195.06
<i>Auto</i>		891.34
<i>Misc - Other</i>	\$	40.00
Period of 4.29.19 - 5.31.19	\$	60,684.44

John Allcorn - May Timecard

Date	Time In	Time Out	Total	Description
4/29/2019	11:30 AM	1:42 PM	2.20	Reviewed availability report sent from Newtek \ Call with Frank & Paul with Newtek to discuss availability
4/30/2019	8:30 AM	4:42 PM	8.20	Reviewed ACH report and cashpro activity \ Updated Actuals vs. Budget \ Spoke with Newtek about availability calculation
5/1/2019	9:00 AM	12:12 PM	3.20	Discussed the FTP download with practicesuite and ARX
5/1/2019	1:00 PM	4:30 PM	3.50	Reviewed the payroll statistical summary and confirmed funding needs
5/2/2019	9:00 AM	5:00 PM	8.00	Confirmed the total payroll need with pre-petition wages \ Reviewed the charges per provider for the past several weeks \ Sent wire to Newtek
5/3/2019	9:00 AM	4:00 PM	7.00	Reviewed ACH report and cash balances \ Sent email to all capstone employees briefing them on the plan to pay pre-petition wages \ Reviewed current open invoices
5/6/2019	9:00 AM	6:00 PM	9.00	Reviewed borrowing base report from Newtek \ Reviewed collection report for upcoming week for BCBS \ Discussed revisions to be made to the schedules with Burr Forman \ Analyzed INREACH call data
5/7/2019	8:00 AM	12:00 PM	4.00	Traveled to Nashville to work on-site \ Reviewed notice about storage unit that needs to be closed
5/7/2019	1:30 PM	4:36 PM	3.10	Reviewed updated chargers per location \ Discussed comcast contract situation
5/8/2019	9:30 AM	12:00 PM	2.50	Reviewed borrowing base report \ Discussed invoice from Piedmont gas \ Had general discussion about needing an adult supervision physician
5/8/2019	1:24 PM	4:48 PM	3.40	Discussed provider schedule for the current month \ Reviewed appointment scheduling data \ Discussed the MOR
5/9/2019	9:00 AM	1:42 PM	4.70	Analyzed cash deposits for the week \ Discussed potentially hiring another CMA/RMA for the Clarksville office with Kathy Griffith
5/10/2019	9:30 AM	3:00 PM	5.50	Requested draw from Newtek to pay rent and IT services \ Reviewed Quickbooks post bankruptcy
5/13/2019	9:00 AM	12:42 PM	3.70	Reviewed a supply order \ Discussed cash balances and expected deposits for the week
5/14/2019	9:30 AM	6:00 PM	8.50	Assisted with constructing the MOR report
5/15/2019	9:30 AM	6:00 PM	8.50	Assisted with constructing the MOR report
5/16/2019	9:30 AM	6:00 PM	8.50	Assisted with constructing the MOR report
5/17/2019	9:30 AM	6:00 PM	8.50	Assisted with constructing the MOR report \ Submitted draw request to Newtek for payroll needs
5/20/2019	9:30 AM	6:00 PM	8.50	Assisted with completing and submitting to Burr Forman the MOR report

5/21/2019	9:30 AM	12:00 PM	2.50	Spoke with practicesuite about uploading issues and lag in posting charges \ Analyzed AR report that newtek produced
5/22/2019	9:30 AM	4:00 PM	6.50	Spoke with newtek about update on sale process \ Sent wire to newtek \ Reviewed last weeks gross charges
5/23/2019	9:30 AM	1:00 PM	3.50	Updated budget and reviewed cash activity \ Spoke internally about go forward plan and updating marketing materials
5/24/2019	8:00 AM	1:30 PM	5.50	Call with newtek about collateral status for the next month and talked about our strategy for selling the practice
5/28/2019	9:30 AM	1:00 PM	3.50	Reviewed current AP report \ Discussed expired equipment calibration contract \ Updated budget v. actual
5/29/2019	9:36 AM	6:00 PM	8.40	Updated budget v. actual \ Analyzed patient visits and charges to produce updated projections \ Discussed payroll needs and processed request
5/30/2019	9:30 AM	12:00 PM	2.50	Worked to finalize the projections spanning the next 30 days ahead of a status call with Newtek
5/31/2019	8:00 AM	5:00 PM	9.00	Call with newtek to discuss what to expect in the coming weeks and progress made \ Worked on building out projections for the month of June \ Reviewed current accounts payable \ Worked on May memo

John HR Rate	\$	275.00
May hours		151.90
Expenses	\$	1,581.63
<i>Airfare</i>		839.96
<i>Lodging</i>		486.75
<i>Meals</i>		80.52
<i>Auto</i>		174.40
Period of 4.29.19 - 5.31.19	\$	43,354.13

Chiron / Capstone - June, 2019 Memo

The following items below are tasks that were prioritized and worked on by the Chief Restructuring Officer, Jim Davis, and fellow Chiron Financial employees for the time period of June 1st- June 30th, 2019:

1.) Assisted with provider staffing

- Approved pay raise for high performing Nurse Practitioner
- Discussed provider count at each location after one of the MD's leaves Capstone

2.) Began Allergy training to implement at each location

- Paid for a licensed allergy training specialist to help with certification requirements
- In process of fully implementing allergy testing and treatment to all three locations

3.) Amended schedules and statements

- Assisted with amending schedules and statements to accurately reflect the assets and liabilities of Capstone

4.) Determined accurate payroll amount for two pay periods

- Assisted in confirming accurate payroll needs for the pay periods on June 14th and June 28th

5.) Completed Monthly Operating Report

- Worked with Capstone management to produce the Monthly Operating Report (MOR)
- Assisted in reconciling cash to bank statement
- Reviewed final report with Capstone management

6.) Monitored the performance of the INREACH staff

- Reviewed performance numbers to track the improvement by the INREACH staff
- Realized an increase in appointments booked within the INREACH group

7.) Determined plan to pay current payables

- Reviewed Accounts Payable summary and discussed with Capstone management to identify priority bills
- Spoke with vendors and made sure current payables were paid timely

8.) Met with Capstone CEO, COO, and Burr Forman weekly to discuss current operations and go forward plan

- Provided status update on progress made to readmit Capstone in the government funded Vaccine for Children (VFC) program
- Established plan for optimal provider allocation at each of the three sites

9.) Continuously updated actual cash spending vs. budget

- Tracked inflows and outflows
- Calculated variance from budget
- Reviewing all company expenses, working to eliminate all non-essential expenditures that do not support revenue growth

10.) Worked on building the updated operational model

- Built an operational model that projects Capstone's operations with dynamic assumptions
- Model will be used to complete CIM, that we will show to interested buyers

11.) Discussed CIM outline

- Discussed what the theme of the CIM should be and general slide layout

12.) Updated Newtek on sale process

- Shared our view on the current sale process and strategy
- Discussed groups that we are in communication with as well as people we will re-engage with

Jim Davis - June Timecard

Date	Time In	Time Out	Total	Description
6/3/2019	7:58 AM	9:30 AM	1.53	Reviewed ACH and Availability report \ Communicated with resigning MD on next steps concerning owed pre-petition wages \
6/3/2019	12:12 PM	5:08 PM	4.93	Reviewed negative press release on Capstone business practices and discussed with Lynda \ Reviewed weekly productivity reports, denial report \ Reviewed updated budget vs. actual with John Allcorn \ Discussed payment to UST with David Houston \ Reviewed new BCBS quality report \ Reviewed Newtek communication
6/4/2019	9:21 AM	2:47 PM	5.43	Reviewed ACH and Availability report \ Discussed staffing with Winnie Toler \ Addressed patient complaint and operational issues \ Reviewed financials and updated budget vs. actual
6/5/2019	7:42 AM	11:26 AM	3.73	Reviewed ACH and Availability report \ Worked on AP and Vendor issues \ Calls with Vendors
6/6/2019	8:56 AM	5:27 PM	8.52	Reviewed ACH and Availability report \ Employee roster review \ Elizabeth Beale salary review and discussion \ Supply order and review \ Sound booth issue discussion and plan \
6/7/2019	8:36 AM	4:16 PM	7.67	Reviewed ACH and Availability report \ Weekly update meeting with Winnie, Gary, David and John \ Former employee issue \ Newtek call and update \
6/10/2019	7:50 AM	9:17 AM	1.45	Reviewed ACH and Availability report
6/10/2019	10:46 AM	2:46 PM	4.00	Reviewed up to date charges \ discussed and reviewed current cash position and DIP loan \ Reviewed AP \ Worked with Newtek on reporting issues
6/11/2019	8:06 AM	11:59 AM	3.88	Reviewed ACH and Availability report \ Reviewed AP and planned payments \ discussed Allergy program training and cost \ Reviewed charges by provider \ Corresponded to ADP concerning 401K plan proposal
6/12/2019	8:53 AM	1:32 PM	4.65	Reviewed ACH and Availability report \ AP discussion, Mixon IT expense \ Vaccine ordering and payment discussion \ Budget vs. Actual review \ Payroll review
6/13/2019	8:55 AM	4:05 PM	7.17	Reviewed ACH and Availability report \ Draw request review and approval \ AR calculation discussion with Newtek \ Weekly operations review meeting with Winnie, Gary, John and David \ Vaccine program discussion \ Productivity by provider review and discussion \ DACA document review
6/14/2019	8:55 AM	3:25 PM	6.50	Reviewed ACH and Availability report \ AP discussion and payment approvals \ MOR Review \
6/17/2019	7:49 AM	9:14 AM	1.42	Reviewed ACH and Availability report
6/17/2019	12:32 PM	4:35 PM	4.05	Invoice review \ Draw review and discussion \ staffing review with Kathy G \ Schedules discussion with John Allcorn
6/18/2019	9:49 AM	2:18 PM	4.48	Reviewed ACH and Availability report \ Confirmed funding request from Newtek \ AP plan and approval \ Chiron discussion on billing and current state of Capstone operations \ APA document review

6/19/2019	12:11 PM	1:21 PM	1.17	Reviewed ACH and Availability report \ Staffing discussion with Lynda and Winnie
6/20/2019	8:48 AM	9:20 AM	0.53	Reviewed ACH and Availability report \
				Schedule review \ Conference call with Burr Forman - David Houston, Emily Taub, Jay Krasoff on
6/20/2019	3:00 PM	4:48 PM	1.80	billing and fee reimbursement
				Reviewed ACH and Availability report \ Follow up call with David Houston on fee process and
6/21/2019	9:00 AM	10:00 AM	1.00	status update plan
				Reviewed ACH and Availability report \ Reviewed and sent update to Newtek \ Reviewed funds
6/21/2019	12:05 PM	2:30 PM	2.42	request
				Reviewed ACH and Availability report \ Staffing discussion with Lynda and Winnie - Smyrna \
6/24/2019	9:42 AM	11:29 AM	1.78	Schedule review, revision and signature
				6/24/2019 1:05 PM 3:50 PM 2.75 Statistical payroll summary review \ AP discussion and direction \ MOR review and signature
				Reviewed ACH and Availability report \ ADP 401K proposal discussion \ ■- potential buyer
6/25/2019	10:16 AM	12:27 PM	2.18	discussion and email review \
				Reviewed ACH and Availability report \ TOSHA audit and Penalty review \ BOA DACA account
6/26/2019	9:26 AM	2:25 PM	4.98	review \ ■ response review
6/27/2019	8:15 AM	10:47 AM	2.53	Reviewed ACH and Availability report \ Update meeting planning \ AP vaccine vendor discussion
6/27/2019	11:56 AM	12:10 PM	0.23	Capstone CIM discussion and plan with John

Jim Davis HR Rate	\$	375.00
June hours		90.80
Expenses	\$	1,045.17
<i>Airfare</i>		577.59
<i>Lodging</i>		233.24
<i>Meals</i>		126.36
<i>Auto</i>		97.98
<i>Misc - Other</i>	\$	10.00
Period of 6.1.19 - 6.30.19	\$	35,095.17

John Allcorn - June Timecard

Date	Time In	Time Out	Total	Description
6/3/2019	9:00 AM	12:12 PM	3.20	Analyzed weekly appointment, billings, and denial report \ Updated budget v. actual
6/3/2019	1:00 PM	5:18 PM	4.30	Discussed projections driving the projected budget period with Newtek \ Typed up 30 day outlook for the month of June
6/4/2019	9:12 AM	12:36 PM	3.40	Updated budget to project thru August \ Discussed draw shortage with Lynda and Jim \ Discussed amended schedules with Burr Forman
6/5/2019	12:06 PM	3:36 PM	3.50	Reviewed appointment worksheet \ Went over last week bank transactions with Lynda
6/6/2019	9:00 AM	5:00 PM	8.00	Reviewed AP schedule \ Updated budget v. actual \ Call with David to discuss plan for tomorrow's meeting \ Discussed Beale's salary with Jim \ Supply order review
6/7/2019	8:30 AM	4:00 PM	7.50	Weekly update meeting with Winnie, Gary, David and Jim \ Newtek update call
6/10/2019	10:00 AM	2:30 PM	4.50	Reviewed availability report \ Discussed current DIP balance and cash position with Jim \ Reviewed billings for last week
6/11/2019	9:30 AM	5:00 PM	7.50	Worked on May's Monthly Operating Report (MOR)
6/12/2019	10:36 AM	5:00 PM	6.40	Worked on updating projections \ Worked on May's Monthly Operating Report (MOR) \ Payroll review \ Budget v. actual review
6/13/2019	8:30 AM	5:42 PM	9.20	Call with Burr Forman, Jim, and Winnie to discuss current operations and status of VFC & Allergy service line \ Submitted draw request for payroll \ Worked on MOR
6/14/2019	9:48 AM	2:00 PM	4.20	Reviewed MOR with Jim \ Reviewed ACH report \ Updated budget v. actual
6/17/2019	8:30 AM	3:54 PM	7.40	Amended schedules and discussed with Jim \ Discussed draw request with Jim \ Reviewed collections with Lynda
6/18/2019	9:48 AM	2:12 PM	4.40	Reviewed availability report \ Submitted draw request to Newtek \ Discussion on billings and current operational state of Capstone
6/19/2019	12:30 PM	3:24 PM	2.90	Sent MOR to Jim for signature \ Discussed staffing once a Dr. is expected to leave
6/20/2019	8:42 AM	12:12 PM	3.50	Reviewed availability report \ Communicated with Newtek about current status of business and upcoming PCMH payments
6/20/2019	1:30 PM	4:54 PM	3.40	Sent amended schedules to Burr Forman \ Call with Burr Forman and Jim and Jay to discuss billing and fee reimbursement
6/21/2019	9:48 AM	10:24 AM	0.60	Reviewed availability report and weeks billings
6/21/2019	12:30 PM	2:00 PM	1.50	Sent update to Newtek \ Reviewed funds request with Jim
6/24/2019	12:30 PM	3:00 PM	2.50	Amended MOR \ Reviewed payroll and high priority payables
6/25/2019	10:00 AM	6:18 PM	8.30	Worked on financial model \ Discussion with potential buyer - [REDACTED]
6/26/2019	12:30 PM	3:00 PM	2.50	Worked on financial model

Planned update meeting talking points with Jim \ Vaccine vendor discussion \ Worked on financial			
6/27/2019	9:06 AM	4:42 PM	7.60 model
6/28/2019	11:30 AM	2:00 PM	2.50 Discussed CIM with Jim

John HR Rate	\$	275.00
June hours		108.80
Expenses	\$	-
Period of 6.1.19 - 6.30.19		\$ 29,920.00

Chiron / Capstone - July 2019 Memo

The following items below are tasks that were prioritized and worked on by the Chief Restructuring Officer, Jim Davis, and fellow Chiron Financial employees for the time period of July 1st- July 31st, 2019:

1.) Assisted with the allergy program kick off

- Assisted with transitioning to full implementation of allergy service once certification requirements were met
- Monitored and discussed results from allergy program weeks after implementation

2.) Continuously updated cash flow budget

- Reported up to date cash flow budget v. actual
- Projected the cash flow budget to show the upcoming three months expected activity
- Worked to identify further cost reductions and how to maximize revenue
- Shared budget with Newtek and Burr Forman

3.) Met with Capstone CEO, COO, and Burr Forman multiple times in July

- Discussed performance of recently implemented allergy program
- Reviewed marketing materials that will be sent to interested buyers
- Discussed current billings and general operational updates and strategy for go forward plan

4.) Determined accurate payroll amount for two pay periods

- Assisted in confirming accurate payroll needs for the pay periods on July 12th and July 26th
- Assured payment of payroll taxes.

5.) Determined plan to pay current payables

- Reviewed Accounts Payable summary, discussed with Capstone management to identify priority bills and approved payment
- Spoke with vendors and made sure current payables were paid timely

6.) Finalized the marketing materials prior to launch

- Significant time was spent finalizing the Confidential Information Memorandum (CIM), teaser, model, and investor list
- Reviewed and edited the CIM with Capstone management and Burr Forman

7.) Increased staff in INREACH (Call center)

- After thorough examination of performance of the INREACH staff it was decided that it would benefit Capstone to make additional hires to increase patient volume to all three locations

- Analyzed uptick in patient visits which proved to be substantial

8.) Launched the Teaser to selected investors

- Teaser was sent to over 300 investors that were decided on through a detailed investor screening
- Investor list was primarily made up of private equity firms who invested in Healthcare along with strategic buyers who were independent or sponsored by a private equity firm

9.) Tracked sale process and coordinated initial investor calls

- Managed the sale process and executed Confidentiality Agreements (CA) with interested investors
- Delivered the CIM and data room credentials to investors who executed a CA
- Scheduled initial calls with investors and first calls took place towards the end of July

10.) Updated Newtek on sale process

- Provided presentation that detailed the sale process and plans for the upcoming weeks

Jim Davis - July Timecard

Date	Time In	Time Out	Total	Description
7/1/2019	12:54 PM	2:03 PM	1.15	Reviewed ACH and Availability report \ Corresponded with BOA on new DACA accounts \ Arranged call with David Houston for the 2nd of July
7/2/2019	9:30 AM	11:08 AM	1.63	Reviewed ACH and Availability report \ Update call with David Houston - OIG investigation, updating UST and Expense submission, Out to market plan \ MR request issue process review with Winnie Toler
7/3/2019	7:59 AM	10:27 AM	2.47	Reviewed ACH and Availability report \ Status update with Newtek \Reviewed financials and updated budget vs. actual \ Medical Records follow up with Jay
7/8/2019	8:39 AM	12:41 PM	4.03	Reviewed ACH and Availability report \ Worked on AP plan and funding request from Newtek
7/8/2019	4:37 PM	4:56 PM	0.32	Smyrna rent issue correspondence and discussion with David Houston and John Allcorn
7/9/2019	8:38 AM	10:18 AM	1.67	Reviewed ACH and Availability report \ Funding request email discussed and sent to Newtek \ AP approval
7/10/2019	11:31 AM	3:03 PM	3.53	Reviewed ACH and Availability report \ Discussed CIM update and plan with John Allcorn and Winnie \ Updated potential interested buyer \ Discussed payroll draw with Lynda \ Reviewed PTO bonus plan from Winnie Toler
7/11/2019	10:00 AM	5:00 PM	7.00	Reviewed ACH and Availability report \ Discussed CIM update and plan with Winnie, Allergy program kick off, United Health care quality scoring and risk algorithm \ Visited Smyrna Clinic to meet with provider and staff
7/12/2019	9:00 AM	3:30 PM	6.50	Reviewed ACH and Availability report \ Submitted Payroll funding request \ Update meeting and CIM review with Gary Griffitheth, Winnie Toler, Emily Taub, and John Allcorn \ Vaccine program discussion and meeting with Jeff Gibson
7/15/2019	8:29 AM	9:25 AM	0.93	Reviewed ACH and Availability report \ CIM discussion and plan
7/15/2019	8:55 AM	12:48 PM	3.88	Storage unit discussion and review \ CIM discussion and review \ AP review
7/16/2019	9:36 AM	12:33 PM	2.95	Reviewed ACH and Availability report \ AP dscussion \ Summary of Capstone billings and receipt review
7/16/2019	5:16 PM	6:53 PM	1.62	Teaser review and discussion
7/17/2019	9:55 AM	10:35 AM	0.67	Reviewed ACH and Availability \ Draw review and discussion \ AP discussion \ Teaser launch discussion
7/18/2019	9:49 AM	2:18 PM	4.48	Reviewed ACH and Availability report \ Confirmed funding request from Newtek \ AP plan and approval \ Chiron discussion on billing and current state of Capstone operations \ APA document review
7/19/2019	8:11 AM	9:00 AM	0.82	Reviewed ACH and Availability report \ NDA review and execution for sale process
7/22/2019	8:00 AM	9:20 AM	1.33	Reviewed ACH and Availability report \

7/22/2019	12:19 PM	2:22 PM	2.05	Revised budget review and discussion \ meeting with potential buyer, [REDACTED]
				Reviewed ACH and Availability report \ CIM review and discussion \ Copier repair and plan with
7/23/2019	1:00 PM	3:03 PM	2.05	Jay \ Staffing discussion with Winnie regarding resigning NP \
				resignation and clinic status with Erica Omondi \ Discussed data request with Winnie for data
7/24/2019	9:05 AM	2:30 PM	5.42	room
				Reviewed ACH and Availability report \ Payroll discussion with Lynda \ APA agreement review,
				plan and discussion with Jay Krasoff, John Allcorn, David Houston \ PCMH payment discussion
7/25/2019	1:00 PM	4:42 PM	3.70	with Newtek
				Statistical payroll summary review \ IRS discussion with Winnie Toler \ Sale process discussion
7/26/2019	2:24 PM	4:42 PM	2.30	with [REDACTED] and [REDACTED]
7/29/2019	8:26 AM	9:00 AM	0.57	Reviewed ACH and Availability report
				Reviewed and approved supply request \ AP list with Lynda \ Buyer follow up email review with
7/29/2019	8:15 AM	1:11 PM	4.93	John Allcorn \ Lease approval or rejection extension with David Houston \
				Reviewed ACH and Availability report \AP with Lynda \ Draw request with John Allcorn \ INREACH
7/30/2019	10:56 AM	12:10 PM	1.23	staffing with Winnie Toler
				Reviewed ACH and Availability report \Process and status update for company and Newtek with
				John Allcorn\ Invoice and AP review and discussion with Lynda \ Multiple buyer discussions and
				review \ Landlord discussion with David Houston \ Follow up Phone conversation with [REDACTED] -
7/31/2019	9:36 AM	12:03 PM	2.45	still not interested in moving forward

Jim Davis HR Rate	\$	375.00
July hours		69.68
Expenses	\$	1,821.46
Airfare	\$	719.26
Lodging	\$	200.00
Meals	\$	163.06
Auto	\$	739.14
Misc - Other	\$	-
Period of 7.1.19 - 7.31.19	\$	27,952.71

John Allcorn - July Timecard

Date	Time In	Time Out	Total	Description
7/1/2019	9:42 AM	10:36 AM	0.90	Collaborated with Capstone management to decide what to include in draw request \ Created draw request support data and sent to Newtek
7/2/2019	3:00 PM	7:12 PM	4.20	Worked on building out gross charges projections in model \ Incorporated dynamic toggle to change work schedules for providers
7/3/2019	9:00 AM	10:48 AM	1.80	Assisted with crafting response to update Newtek in regards to plan for sale process, business performance \ Included Lynda's payable suggestion to planned draw amount
7/4/2019	9:12 AM	12:36 PM	3.40	Updated budget to project thru August \ Discussed draw shortage with Lynda and Jim \ Discussed amended schedules with Burr Forman
7/8/2019	8:30 AM	11:12 AM	2.70	Reviewed outstanding payroll checks \ Planned for upcoming draw request for the week \ Updated cash flow budget v. actual for the prior week
7/8/2019	4:36 PM	5:00 PM	0.40	Communicated with David (burr forman) in regards to the planned payment date for Smyrna rent
7/9/2019	8:42 AM	10:24 AM	1.70	Typed up email with Jim to send to Newtek for draw request and detailed out plan to launch sale process and performance update \ Worked with colleague to construct a particular slide idea for CIM
7/10/2019	3:48 PM	5:18 PM	1.50	Worked on location slide in CIM \ Discussed location and patient assignment slide in the CIM with Winnie, Gary, and Jim
7/11/2019	9:00 AM	12:48 PM	3.80	Reviewed availability report from Newtek \ Worked on CIM and sent to Winnie for comments
7/11/2019	2:54 PM	8:12 PM	5.30	Drafted email for Frank and Paul, which then sent to Jim for review \ Worked on model and made edits to the CIM after receiving Winnie's edits
7/12/2019	9:00 AM	10:42 AM	1.70	Submitted draw request to Newtek \ Provided payroll check register at Newtek's request \ Call with Burr Forman, Capstone management, and Jim to go over the CIM
7/12/2019	12:12 PM	4:24 PM	4.20	Continued making edits to the CIM after group review
7/15/2019	1:18 PM	4:12 PM	2.90	Reviewed AP items from Lynda's list \ Updated location slide from CIM \ Reviewed PCMH report that Winnie sent \ Incorporated model into a slide for the CIM
7/16/2019	8:30 AM	3:54 PM	7.40	Amended schedules and discussed with Jim \ Discussed draw request with Jim \ Reviewed collections with Lynda
7/17/2019	9:48 AM	12:00 PM	2.20	Reviewed availability report \ Submitted draw request to Newtek \ Communicated funding status and amounts with Lynda
7/17/2019	2:00 PM	4:42 PM	2.70	Emailed David about schedule of rent payment at Smyrna \ Updated Cash flow budget v. actual \ Made changes to the CIM
7/18/2019	9:12 AM	12:00 PM	2.80	Worked on drafting Teaser to use to go out to market

7/18/2019	12:48 PM	5:00 PM	4.20	Reached out to previously interested parties before official launch \ Organized data room \ Reviewed redlined NDAs
7/19/2019	10:00 AM	12:12 PM	2.20	Exchanged multiple emails with investor negotiating NDA changes \ Sent CIM to several investors and provided data room access
7/22/2019	12:36 PM	4:54 PM	4.30	Made last minute updates to the CIM and model \ Shared final version with Winnie
7/23/2019	9:48 AM	10:24 AM	0.60	Reviewed final investor list before launching in the afternoon
7/23/2019	1:42 PM	5:30 PM	3.80	Sent large email blast to the first investor list \ Sent NDAs to interested parties \ Sent CIM and data room credentials once NDA was executed
7/24/2019	10:54 AM	11:24 AM	0.50	Requested all leases then reviewed and uploaded to data room
7/24/2019	12:42 PM	6:30 PM	5.80	Communicated with investros \ Drafted email to explain the status of the company and goals for moving towards a sale \ Updated data room and investor status list
7/25/2019	12:30 PM	2:00 PM	1.50	Updated investors status report \ Updated cash flow budget v. actual
7/26/2019	10:00 AM	1:18 PM	3.30	Confirmed delivery of payroll \ Helped deliver diligence request to an interested investor \ Gave data room credentials to several new parties \ Uploaded new billings and patient visit reports into the data room
7/29/2019	9:24 AM	10:18 AM	0.90	Followed up with investors who have not responded or have had the NDA in hand for multiple days
7/30/2019	9:06 AM	10:00 AM	0.90	Worked on draw request analysis and email to send to Newtek
7/30/2019	2:36 PM	4:42 PM	2.10	Worked on sale process update and circled internally \ Addressed a concern with an investor \ Scheduled investor calls for next week
7/31/2019	10:00 AM	11:42 AM	1.70	Followed up with interested investors who have the materials \ Sent [REDACTED] projections and scheduled call \ Updated cash flow budget v. actual

John HR Rate	\$	275.00
July hours		81.40
Expenses	\$	-
Period of 7.1.19 - 7.31.19		\$ 22,385.00

Chiron / Capstone - August 2019 Memo

The following items below are tasks that were prioritized and worked on by the Chief Restructuring Officer, Jim Davis, and fellow Chiron Financial employees for the time period of August 1st- August 30th, 2019:

1.) Discussed, reviewed and provided staffing oversight

- Reviewed current provider staffing and work schedules at each location to accommodate two nurse practitioners who left in late July
- Analyzed recent provider performance metrics (visits per day) and metrics at each location

2.) Discussed reviewed 2018 quality scores and latest Outcome Payment details from Blue Cross Blue Shield

- Discussed with Capstone management, Burr Forman, and Newtek the realistic timeline for expecting the Blue Cross Outcome payment in the range of \$300 - \$350k

3.) Worked on the Monthly Operating Report for June

- Worked with Capstone management to produce the June MOR
- Reviewed MOR internally and sent to Burr Forman

4.) Continuously updated cash flow budget

- Reported up to date cash flow budget v. actual
- Projected the cash flow budget to show the upcoming two months expected activity
- Worked to identify further cost reductions and how to maximize revenue
- Shared budget with Newtek and Burr Forman

5.) Met with Capstone CEO, COO, and Burr Forman multiple times in August

- Discussed the latest sale process and high priority buyers
- Reviewed third party server issue with Capstone management
- Discussed current operations, volume, billings and provider staffing at each location

6.) Determined accurate payroll amount for two pay periods

- Assisted in confirming accurate payroll needs for the pay periods on August 9th and August 23rd
- Confirmed payroll tax payment with each payroll

7.) Determined plan to pay current payables

- Reviewed Accounts Payable summary. Discussed, approved and provided guidance to Capstone management to identify priority bills and approved payment
- Spoke with vendors and made sure current payables were paid timely

- Submitted multiple draw requests to Newtek needed for operation

8.) Discussed Asset Purchase Agreement (APA)

- Reviewed and discussed the APA with Burr Forman
- Assisted with updating numbers and filling the gaps in the APA in order to share with interested investors

9.) Monitored INREACH (Call center) performance

- Analyzed the significant increase in patient appointments and patient visits at all three locations for the past two months

10.) Prepared to launch to second investor list

- Updated the marketing materials to show the latest actuals of the company in preparation for the second launch early September
- Compiled a new investor list of >100 investors largely consisting of private equity backed strategic companies

11.) Tracked sale process and coordinated investor calls

- Managed the sale process and executed Confidentiality Agreements (CA) with interested investors
- Delivered the CIM and data room credentials to investors who executed a CA
- Scheduled initial calls with investors and continued to communicate with parties who were further along in the diligence process
- Attended numerous meetings with potential buyers

12.) Updated Newtek on sale process

- Provided an updated presentation that detailed the sale process and target date for the second investor launch

Jim Davis - August Timecard

Date	Time In	Time Out	Total	Description
8/1/2019	8:54 AM	11:54 AM	3.00	Reviewed ACH and Availability report \ IRS discussion with David Houston regarding [REDACTED] garnishment \ Sale process and PCMH payment update review to Newtek \ AP and Invoice review \
8/2/2019	9:00 AM	11:08 AM	2.13	Reviewed ACH and Availability report \ [REDACTED] buyer call \ PA staffing discussion with Gary Griffieth and Winnie Toler \
8/5/2019	7:59 AM	9:27 AM	1.47	Reviewed ACH and Availability report \State of TN labor force penalty review and discussion with David.
8/5/2019	10:39 AM	2:59 PM	4.33	Reviewed billing and collecting issues, discussed with Winnie \ Reviewed DIP analysis and revised cash flow analysis \
8/6/2019	8:37 AM	12:22 PM	3.75	Reviewed ACH and Availability report \ Reviewed August - September outlook and draw report \ Potential buyer follow up calls \ Vaccine order and charge review \ Smyrna rent issue correspondence and discussion \ Winnie Tax payment issue and discussion - Informed her the company can not pay her personal obligations
8/7/2019	8:38 AM	3:18 PM	6.67	Reviewed ACH and Availability report \ Payroll Funding review \ Rent payment discussion with David Houston \ Provider productivity review
8/8/2019	12:31 PM	3:55 PM	3.40	Reviewed ACH and Availability report \ Discussed CIM update business status with [REDACTED] - real estate rep and buyer referral \ Updated potential interested buyer - [REDACTED], set in person meeting \
8/9/2019	10:52 AM	2:32 PM	3.67	Reviewed ACH and Availability report \ Vaccine order review and purchasing disussion with Kathy and Lynda \ Potential buyer calls and meeting set up with [REDACTED] \ Reviewed first draft of the APA \ Spoke with [REDACTED] concerning his interest in Capstone or knowledge of any potential buyers \
8/9/2019	7:45 PM	8:52 PM	1.12	Discussed and reviewed the sale process with Gary Griffieth again and updated him on potential buyers. Addressed his concerns regarding lack of interest. Explained status of the business, size and their reputation in the market as being a significant hinderance
8/10/2019	11:44 AM	12:25 PM	0.68	Discussed and clarified via phone the innacuracies of Gary Griffieth's email disparaging the work and effort being done to sell the company. Addressed his concerns and once again described the sale process and progress to date. He voiced understanding.
8/12/2019	10:45 AM	12:48 PM	2.05	Reviewed ACH and Availability report \ Discussed previously unreported or disclosed 3rd party vendor issue related to medical record storage and server discontinuation. Provided direction
8/12/2019	4:19 PM	5:40 PM	1.35	Discussed final clinic lease determination extension with David Houston \ Draw discussion with John Allcorn

8/13/2019	8:48 AM	11:49 AM	3.02	Reviewed ACH and Availability \ Discussed 3rd party server issue again with Winnie, informing her that paying any pre-petition debt without prior court approval was not allowed. I once again gave direction on exploring a solution for the medical record storage issue not previously disclosed by management \ Worked with Jay Garcia on solutions \ AP Review \
8/14/2019	9:08 AM	5:35 PM	8.45	Reviewed ACH and Availability \ Process update, draw review and discussion with Newtek \ AP discussion \ Teaser launch discussion \ Operations review and discussion at Capstone
8/15/2019	9:00 AM	12:00 PM	3.00	Reviewed ACH and Availability report \ Sale process and data request review with Gary and Winnie \ Sale discussion with [REDACTED]
8/15/2019	1:00 PM	5:48 PM	4.80	Operations review \ Sale discussion with [REDACTED]
8/16/2019	8:30 AM	4:20 PM	7.83	Reviewed ACH and Availability report \ BOA document completion \ PCMH discussion with Winnie \ Cigna provider contract discussion with Emily Taube and Winnie, provided direction \ Business Performance update and discussion to Newtek \
8/19/2019	7:54 AM	9:22 AM	1.47	Adressed data trasmission error to ARX from Newtek regarding previous weeks charges \ Reviewed ACH and Availability
8/19/2019	10:12 AM	4:08 PM	5.93	Model update discussion with John Allcorn \ Sale motion review \ Potential buyer calls \ Company tax discussion with Winnie \ AP Discussion
8/20/2019	9:05 AM	4:36 PM	7.52	Reviewed ACH and Availability report \ potential buyer reach out and meeting planning \ Data download discussion with Practice Suites and ARX \ NP staffing review and hire discussion with Gary Griffitheth \ Draw request review \ New 3rd party server discussion with IT provider \ [REDACTED] reach out per Winnie's request, they stated they are not interested.
8/21/2019	9:24 AM	4:47 PM	7.38	Reviewed ACH and Availability report \ Buyer reach out and discussion \ Property tax document review \ Clarkeville productivity review \ Server issue update from Wes Mixon \ Staffing review, discussion and approval with Winnie
8/22/2019	8:22 AM	4:42 PM	8.33	Reviewed ACH and Availability report \ Adressed Gary's staffing request for Clarkesville \ Statistical payroll summary review \ Server issue update calls and emails with Wes Mixon - IT \ Vaccine invoice review
8/23/2019	8:58 AM	2:01 PM	5.05	Reviewed ACH and Availability report \ Adressed external hard copy medical record storage issue not previously disclosed by operator \ Reviewed Capstone purchase sale agreement of Centennial Pediatrics to determine possession of old Centennial paper records \ Reviewed and discussed [REDACTED] garnishment release and discussed with David Houston \
8/26/2019	11:07 AM	4:31 PM	5.40	Reviewed ACH and Availability report \ Discussed server issue and received an update from Wes Mixon, solution in the works, approved process \ Reviewed payment to UST \

8/27/2019	9:41 AM	5:23 PM	7.70	Reviewed ACH and Availability report \AP with Lynda \ Previously undisclosed CLIA lab consultant, asked for clarification on role and contract. Did not approve payment \ Discussed 2018 Tax filing process with Winnie, need Hoskins contact info, they have not responded \ New investor/buyer discussion and plan
8/28/2019	9:36 AM	2:03 PM	4.45	Reviewed ACH and Availability report \ New buyer list discussion \ New server service proposal review and approval
8/29/2019	9:58 AM	1:59 PM	4.02	Reviewed ACH and Availability report \ MOR review and discussion with David Houston and John Allcorn \ Staffing discussion and termination approval \ Reached out to [REDACTED] per Winnie's request - not interested \
8/30/2019	8:08 AM	4:32 PM	8.40	Reviewed ACH and Availability report \ Quality email concern review from Winnie \ Operations review \ Responded to Gary's concern regarding operations, provided another update and reviewed the sale process once again \ Reviewed revised APA \ Server update from Wes Mixon

Jim Davis HR Rate	\$	375.00
August hours		126.37
Expenses	\$	1,944.70
<i>Airfare</i>	\$	802.56
<i>Lodging</i>	\$	200.00
<i>Meals</i>	\$	485.52
<i>Auto</i>	\$	456.62
<i>Misc - Other</i>	\$	-
Period of 8.1.19 - 8.30.19	\$	49,332.20

John Allcorn - August Timecard

Date	Time In	Time Out	Total	Description
8/1/2019	9:30 AM	11:12 AM	1.70	Reviewed availability report from Newtek \ Reviewed ACH report and billings from last week \ Updated cash flow budget v. actual \ Communicated with [REDACTED] about NDA
8/1/2019	1:36 PM	2:42 PM	1.10	Spoke to [REDACTED] about NDA and teaser \ Emailed Newtek about status on PCMH outcome payment
8/2/2019	9:18 AM	10:00 AM	0.70	Sent data room credentials to [REDACTED] \ Spoke with [REDACTED] over the phone and set up call for later this afternoon
8/2/2019	2:00 PM	4:00 PM	2.00	Had phone call with [REDACTED] and Jim to discuss the deal \ Set up phone call for next week with [REDACTED]
8/5/2019	12:36 PM	3:30 PM	2.90	Worked on bank transaction sheets in the June MOR
8/5/2019	4:36 PM	5:18 PM	0.70	Set up calls with [REDACTED] and [REDACTED] for tomorrow at 1pm and 3pm \ Updated data room \ Updated investor status summary
8/6/2019	7:24 AM	9:54 AM	2.50	Worked on balance sheet section and post petition liabilities section of the June MOR \ Sent draw request to Newtek with process update email
8/6/2019	1:00 PM	4:00 PM	3.00	Call with [REDACTED] and discussed financial performance and future outlook \ Call with [REDACTED] and discussed synergies \ Discussed game plan with Jim and talked about Asset Purchase Agreement status
8/7/2019	2:06 PM	3:18 PM	1.20	Spoke with Jim and Lynda about wage garnishment how it shows up in statistical summary \ Reviewed improved provider productivity numbers from Winnie
8/8/2019	1:12 PM	3:48 PM	2.60	Included medical supplies order to upcoming draw amount \ Spoke with [REDACTED] and sent over the CIM with data room credentials \ Updated collections sheet in cash flow budget v. actual
8/9/2019	9:00 AM	10:18 AM	1.30	Sent draw request with process update summary to Newtek \ Reviewed ACH report and availability report \ Spoke with David about Southern Hills and Admin office lease agreements
8/9/2019	1:18 PM	3:54 PM	2.60	Reviewed Asset Purchase Agreement (APA) draft that david sent over \ Worked with Lynda on the Accounts Payable section of June MOR
8/12/2019	8:48 AM	2:12 PM	5.40	Worked with Lynda to finalize June MOR \ Reviewed June MOR with Jim and sent to Burr Forman
8/13/2019	10:54 AM	11:18 AM	0.40	Reviewed high priority AP list with Lynda and Jim \ Updated draw request analysis that will be submitted this week
8/14/2019	2:06 PM	3:30 PM	1.40	Spoke with Winnie in regards to sale process update \ Updated cash flow budget v. actual

8/15/2019	8:48 AM	10:24 AM	1.60	Discussed with Newtek the status of the PCMH outcome payment and why we did not receive it last year \ Discussed with Newtek the reasons for deviating from the budget, mainly being that key providers were out for most of the month in July
8/16/2019	12:30 PM	1:06 PM	0.60	Drafted long email to send to Newtek to provide operational update and sent to Jim for comments
8/19/2019	9:00 AM	10:30 AM	1.50	Organized provider bios and sent to interested investor \ Reviewed sale motion that david sent over \ Sent NDA to interested investor
8/20/2019	11:00 AM	4:42 PM	5.70	Updated model to include the latest actuals and provider leaving
8/21/2019	10:12 AM	10:36 AM	0.40	Updated investor status summary \ Reviewed data room activity \ Spoke with Jim about appointment report
8/21/2019	2:54 PM	3:18 PM	0.40	Reviewed payroll report from Lynda \ Updated draw request analysis that will be submitted tomorrow
8/22/2019	8:48 AM	10:00 AM	1.20	Reviewed availability report from Newtek \ Submitted draw request \ Provided supporting documents for payroll (payroll check register) \ Provided operational update to Newtek
8/23/2019	8:24 AM	10:36 AM	2.20	Updated cash flow budget v. actual \ Discussed with Jim the changes that are required to update the marketing materials to go back out to the market \ Reviewed investor summary with Jim
8/23/2019	1:30 PM	2:00 PM	0.50	Call with capstone management, Jim, and Burr forman to discuss the latest sale process news
8/26/2019	3:36 PM	4:54 PM	1.30	Updated cash flow budget v. actual \ Included US Trustee fees for next draw request \ Reviewed Lynda's high priority AP list
8/27/2019	8:30 AM	9:36 AM	1.10	Reviewed availability report from Newtek \ Finalized items included in draw request and sent to Jim for review
8/28/2019	9:00 AM	9:12 AM	0.20	Submitted draw request to Newtek with operational update
8/28/2019	3:30 PM	4:00 PM	0.50	Reviewed JetSweep and NorthLabs quotes that Wes Mixon sent over \ Discussed with Jim regarding the two quotes
8/28/2019	6:24 PM	11:36 PM	5.20	Worked to update the CIM to incorporate the updated numbers so that we could send to a new list of investors \ Updated model to use for the financial slide in the CIM \ Uploaded new reports into the data room
8/29/2019	10:42 AM	1:06 PM	2.40	Compiled new investor list with >100 new investors \ Updated teaser and drafted email to accompany the teaser when we do our second investor launch early next week
8/30/2019	3:54 PM	4:18 PM	0.40	Reviewed the latest updated sale motion, bid procedures, and APA that david sent over

John HR Rate	\$	275.00
August hours		54.70
Expenses	\$	-
Period of 8.1.19 - 8.31.19		\$ 15,042.50